Approved For Release 2006/12/15 : CIA-RDP89-00244R000100060005-2

SECRET

3 AUG 1982

MEMORANDUM FOR: Director of Logistics
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Personnel and Training Staff, OL
Chief, Systems Analysis Branch, OL
Chief, Records and Services Branch, OL
Chief, Budget and Fiscal Branch, OL
Chief, Logistics Services Division, OL
Chief, Procurement Division, OL
Chief, Real Estate and Construction Division, OL
Chief, Supply Division, OL
Chief, Printing and Photography Division, OL
Chief, Building Planning Staff, OL

FROM: [redacted] STAT
Chief, Plans and Programs Staff, OL

SUBJECT: Guide to Logistics Field Support

1. The Guide to Logistics Field Support is being prepared to provide logistics officers and other personnel performing logistics functions overseas a reference which contains most of the information needed, with samples, to provide support to a field station. The guide is intended as a ready reference for new or otherwise inexperienced personnel to compensate for assistance that may not be available from senior experienced personnel.

2. The first draft of the guide, less the section on "How to Conduct an Evacuation", is attached for your review and comments. Please review the guide in detail and provide comments on the following:

a. The accuracy and completeness of the information.
b. The writing style, i.e. too informal.
c. Additional sections required.
d. Does the guide accomplish its purpose?
e. Information on the missing section (How To Conduct an Evacuation): What are a log officer's responsibilities in an evacuation, Checklist for actions to be taken prior to evacuating, etc.

3. May I have your comments by 27 August 1982.

[redacted] STAT

Attachment

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WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED

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